

Custom Report: Teacher Turnover Details: The purpose of this report is to provide the teacher-level detail used to calculate the Teacher Turnover rate for a school. The report runs from a static data table and not from live data. Making changes in Infinite Campus will not change the report output unless KDE refreshes the static data table. Anyone assigned to at least one course/section scheduled during instructional time who has a license number entered in Infinite Campus Credentials tab will be included.

End Year is the School Report Card year for the calculation and cannot be changed.

The teacher turnover calculation:

$$\begin{aligned} & \# \text{ of teachers that taught in the prior year but did not come back in the current year,} \\ & + \# \text{ of teachers that came back but did not complete the year} \\ & + \# \text{ of new teachers that taught for over 100 days but did not complete the year.} \\ & = \text{total \# of teachers included in the turnover calculation (numerator)} \\ & / \text{divided by \# of teachers at the end of the prior year (denominator)} \\ & = \% \text{ turnover for the school.} \end{aligned}$$

KDE Contact: [Shale Detwiler](#)

Pathway: KY State Reporting > KDE Reports > Teacher Turnover Details

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Program requirements document (PRD)

General definitions

- YR2 – Year 2 is the year used to determine turnover for the School Report Card year.
- YR1 – Year 1 is the base year, one year prior to the School Report Card year
 - i.e. YR2 = 2014-15, indicated 2015
 - YR1 = 2013-14, indicated 2014
- Teacher – anyone assigned to at least one course/section during instructional time and has an EPSB ID entered in the Infinite Campus Credentials page.

- School Turnover Non-returning – teacher scheduled on the last day of school during Year 1, but not scheduled during Year 2
- School Turnover Unfinished – teacher scheduled during Year 2 and teaches for a minimum of 100 school days but is not scheduled for the last day of school Year 2
- Turnover percentage numerator – number of teachers counted as turnover
- Turnover percentage denominator – number of teachers at the end of Year 1

Data Notes:

- The total count of teachers in the School Report Card will not necessarily match the denominator for the turnover calculation. The teacher count in School Report Card > Learning Environment > Teachers is provided from MUNIS and counts full time equivalent staff categorized as a teacher. The teacher turnover calculation includes any educator assigned to a course/section during instructional time and could include librarians, counselors, principals and other professionals from Infinite Campus.
- Since Kentucky Technical System courses are scheduled at the home high school, those teachers will be included in the teacher turnover calculations at the home high school but they are usually not counted in the School Report Card teacher count.
- Teachers scheduled for classes at multiple schools will count multiple times for the district.
- There is a single row of data per teacher within a school. Teachers assigned to multiple schools will have one row for each school assignment.
- Teachers who do not complete Year 1 are not counted as turnover and not included in the total number of teachers for a school.
- The column labeled “Turnover” indicates teacher is considered turnover in calculation. “School Turnover Nonret” and “School Turnover Unfin” indicate determining factor for inclusion.
- District and state percentages are aggregated from school level numbers.

Suggested report uses: *(Once report is opened in Excel turn Filter option on and freeze the headings.)*

Corresponding column letters are listed in () after the column label

- 1) Filter on Turnover School Name (B) to see teachers included in the Teacher Turnover Rate for a particular school
- 2) Filter on Teacher LName (C) and Teacher FName (D) to see the schools associated to a teacher within a district in a report run for all schools.
- 3) Filter on Turnover (F) to see the teachers counted (Y-Yes) or not counted (N-No) as Turnover in a school
- 4) Filter on School Turnover Nonret (G) to see the teachers counted (Y-Yes) or not counted (N-No) as a non-returning teacher in a school.
- 5) Filter on School Turnover Unfin (H) to see the teachers counted (Y-Yes) or not counted (N-No) as a teacher who did not finish Year 2.
- 6) Filter on Y1 or Y2 AssignType to review staff assignments. Review staff not assigned as 01-Teacher to determine if certified teacher. If not, remove EPSB ID from Infinite Campus.

Report Sample: Available as Microsoft Excel report only.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Sch Year	Turnover School Name	Teacher LName	Teacher FName	Teacher MI	Turnover	School Turnover Nonret	School Turnover Unfin	End Year	EPSB ID	Gender	Race	Ethnicity	DOB	Dist Emp Beg	Dist Emp End	YR1 Dist	YR1 Dist Name
2	2015	TEST ELEMENTARY SCHOOL	DUCK	DONALD		Y	Y	N	2014	112233445	M	6	N	02/29/1960	07/01/2007	07/01/2014	990	Test County
4	2015	TEST ELEMENTARY SCHOOL	BROWN	JANE		Y	N	Y	2015	223344556	F	6	N		10/06/2003		990	Test County
5	2015	TEST ELEMENTARY SCHOOL	SMITH	AMY	L	Y	N	Y	2015	334455667	F	6	N	07/09/1952	08/10/2010	12/19/2014	990	Test County
6	2015	TEST ELEMENTARY SCHOOL	ANDREWS	SCOTT		N	N	N	2015	445566778	M		N		07/01/2007		990	Test County

	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
	YR1 Sch Name	YR1 Sch Classification	YR1 Teachers ID	YR1 Prim Cont	YR1 Assign Begin	YR1 Assign End	YR1 Assign Type	YR2 Dist	YR2 Dist Name	YR2 Sch	YR2 Sch Name	YR2 Sch Classification
2	TEST ELEMENTARY SCHOOL	A1	12345	SS	07/01/2007	06/18/2014	01					
4	TEST ELEMENTARY SCHOOL	A1	54321	SS	07/01/2013	08/29/2014	01	990	Test County	991	TEST ELEMENTARY SCHOOL	A1
5	TEST ELEMENTARY SCHOOL	A1	45678	P	08/10/2010	12/19/2014	01	990	Test County	991	TEST ELEMENTARY SCHOOL	A1
6	TEST ELEMENTARY SCHOOL	A1	87654	P	07/01/2007		01	990	Test County	991	TEST ELEMENTARY SCHOOL	A1

	AF	AG	AH	AI	AJ	AK	AL	AM	AN
	YR2 Teachers ID	YR2 Prim Cont	YR2 Assign Begin	YR2 Assign End	YR2 Assign Type	YR2 Day Count	School Turnover Sch	School Teacher Total Sch	School Turnover Calc Sch
2	0					0	3	17	17.65
4	54321	P	07/01/2013	08/29/2014	01	13	3	17	17.65
5	45678	SS	08/10/2010	12/19/2014	01	79	3	17	17.65
6	87654	P	07/01/2007		01	175	3	17	17.65

Field Definitions:

Field Names	Descriptions	Suggested Filters
Sch Year	School Report Card year.	
Turnover School Name	Name of school for which teacher counts in turnover data	Select a school name to see all records used to calculate turnover for the school
Teacher LName	The last name of the teacher.	
Teacher FName	The first name of the teacher.	
Teacher MI	The middle initial or middle name of the teacher.	
Turnover	Indicates if teacher is considered turnover (Y/N).	Select Y to see only teachers attributed as turnover – should match count in SCHOOL_TURNOVER_#_SCH
School Turnover Nonret	Indicates if a teacher returned to the same school after Year 1 (Y/N).	Select Y to see only teachers attributed as non-returning turnover
School Turnover Unfin	Indicates if a teacher taught at least 100 days, but did not finish Year 2 (Y/N).	Select Y to see only teachers attributed as unfinished turnover
End Year	The last year in which the teacher is assigned a course for the calculation period.	
EPSB ID	Educational Professional Standards Board certification number from the Credentials tab's license number field.	

Field Names	Descriptions	Suggested Filters
Gender	Male or Female (M/F)	
Race	The race code of the teacher.	
Ethnicity	Yes if the teacher is Hispanic or Latino.	
DOB	Date of birth of the teacher.	
Dist Emp Beg	Date employment began within the district. If blank, then the employment begin date was not entered.	
Dist Emp End	Date employment ended within the district. A blank indicates teacher is still employed at the district.	
YR1 Dist	District Number of employment in Year 1. Blank indicates teacher was not employed in the district during Year 1.	
YR1 Dist Name	Name of the district of employment in Year 1. Blank indicates teacher was not employed in the district during Year 1.	
YR1 Sch	School Number where the teacher was assigned in Year 1. Blank indicates teacher was not assigned in a school within the district during Year 1.	
YR1 Sch Name	Name of the school where the teacher was assigned in Year 1. Blank indicates teacher was not assigned in a school within the district during Year 1.	Select same school name as selected "Turnover School Name" to see teachers present at the end of year one – should match count in "SCHOOL TEACHER TOTAL SCH"
YR1 Sch Classification	Classification of school for which turnover is being calculated.	
YR1 Teachers ID	The PersonID as displayed on the Census Summary Tab at the top of the Person Information box in District Edition (numeric code). If the teacher was not employed at a school in the district during Year 1, this field will contain 0.	
YR1 Prim Cont	Indicates if the teacher was assigned to a course as Primary (P), Teacher (T), or Section Staff (SS) during Year 1.	
YR1 Assign Begin	Earliest district assignment start date for the school. If Year 1 record is not available, the field will be blank.	
YR1 Assign End	Maximum district assignment end date for the school. If Year 1 record is not available, the field will be blank.	

Field Names	Descriptions	Suggested Filters
YR1 Assign Type	Shows what assignment type the teacher had: 01 = teacher 02 = administrator 03 = counselor 04 = support 05 = speech therapist 06 = librarian 07 = other	
YR2 Dist	District Number of employment in Year 2. Blank indicates teacher was not employed in the district during Year 2.	
YR2 Dist Name	Name of the district of employment in Year 2. Blank indicates teacher was not employed in the district during Year 2.	
YR2 Sch	School Number where the teacher was assigned in Year 2. Blank indicates teacher was not assigned a school within the district during Year 2.	
YR2 Sch Name	Name of the school where the teacher was assigned in Year 2. Blank indicates teacher was not assigned a school within the district during Year 2.	
YR2 Sch Classification	Classification of school for which turnover is being calculated.	
YR2 Teachers ID	The PersonID as displayed on the staff demographics screen in District Edition (numeric code). If the teacher was not employed at a school in the district during Year 2, this field will contain 0.	
YR2 Prim Cont	Indicates if the teacher was a Primary (P), Teacher (T), or Section Staff (SS) during Year 2.	
YR2 Assign Begin	Earliest district assignment start date for the school. If Year 2 record is not available, the field will be blank.	
YR2 Assign End	Maximum district assignment end date for the school. If Year 2 record is not available, the field will be blank.	
YR2 Assign Type	Shows what assignment type the teacher had: 01 = teacher 02 = administrator 03 = counselor 04 = support 05 = speech therapist 06 = librarian 07 = other	
YR2 Day Count	Number of school days taught in Year 2.	

Field Names	Descriptions	Suggested Filters
School Turnover Sch	The total number of teachers counted as turnover in a school.	
School Teacher Total Sch	The total number of identified teachers in a school at the end of Year 1.	
School Turnover Calc Sch	Percentage of turnover calculated by the total number of teachers counted as turnover (School Turnover Sch) divided by the total number of teachers in a school at the end of Year 1 (School Teacher Total Sch).	